

## Policy on Study Costs for Taught Programmes - accompanying guidance for schools

Summary			
This guidance accompanies the Policy on Study Costs for Taught Programmes and is intended to assist schools in reviewing what they currently consider as additional costs in order to bring these in line with the policy.			
Scope			
Applies to all schools.			
Document Control			
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## **Policy on Study Costs for Taught Programmes - accompanying guidance for schools**

The updated Policy on Study Costs for Taught Programmes applies to UG and PGT programmes from 2018/19 onwards. This accompanying guidance is intended to assist schools in reviewing what they currently consider as additional costs in order to bring these in line with the policy (note this accompanying guidance must be read alongside the policy).

### **Clothing and equipment (*section 3.1 of the policy*)**

The only items a student may reasonably be expected to own or provide are: general personal clothing such as waterproofs, boots and warm clothing; a personal stethoscope (Faculty of Health Sciences students); stationery and basic office equipment.

All other items of equipment and/or clothing that are essential for the programme of study must be provided by the school. This includes Personal Protective Equipment (PPE) (if students provide their own items of PPE then we cannot be assured of the quality and standard).

It is the school's responsibility to determine:

- How large a stock of items is needed - whether items must be provided on a one per student basis or whether it is reasonable to expect students to share items.
- If a deposit scheme should be applied for loaning out items to students.
- How often items must be replaced (e.g. due to wear and tear).
- If Personal Protective Equipment (PPE) is required. Schools must risk assess the activities their students undertake and establish whether PPE is required. [Safety and Health Services](#) can provide advice and support to schools, in particular around what is considered PPE.

### **Accommodation and travel (*section 3.3 of the policy*)**

#### *Mandatory placements*

As the number, length, frequency and location of placements can vary greatly depending on the programme of study, it is the school's responsibility to determine what level of reimbursement (if any) is appropriate for travel and accommodation costs. In considering this, the school must ensure it is treating all its students consistently. Schools within the same faculty are also strongly advised to share information regarding their practices around travel and accommodation costs and ensure students across the faculty are treated consistently.

### **Books (*section 3.4 of the policy*)**

The school must not request that students purchase copies of books, although it may advise that in some cases students may find it more convenient to purchase copies. Your subject librarian can provide advice around using the Resource/Reading List software to ensure students have access to the required material.

### **Printing costs (*section 3.6 of the policy*)**

The school must bear the cost if it requires its students to submit coursework in printed form. This includes printing and binding PGT dissertations.

For 2018/19 the school must adopt one of the three possible models for printing costs (detailed in section 3.6 of the policy). Note that model C is the direction of travel for the University.